

## ELIGIBILITY A-Z MANUAL REVISION

Revision #	<b>502</b>
Category / Section	<b>Benefit Errors D – Basic Food Benefits.</b>
Issued	<b>June 1, 2006</b>
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### REMOVE

Benefits Errors D – Basic Food Benefits  
Entire Section.

### INSERT

Benefits Errors D – Basic Food Benefits  
Entire Section.

### Summary

**388-410-0020**

No changes to rule.

### Clarifying Information

Added definitions of “Date of Discovery” and “Date of Establishment” to manual materials.

- The **Date of Discovery** is the date we have adequate information to validate that the AU has an overpayment, and determine the amount overpaid.
- The **Date of Establishment** is the date staff process an overpayment, send the household notification of the claim, and refer the case to the Office of Financial Recovery (OFR) for collections.

### Worker Responsibilities

Added information on processing overpayments timely:

- Upon learning of a potential overpayment, staff must take all needed actions to validate that an overpayment occurred and determine the amount of the overpayment. This includes requesting additional information or proof as necessary.
- Working potential overpayments *at the time we learn of them* ensures that we meet the federal requirement to establish 90% of our overpayments within the calendar quarter after the quarter of the date of discovery.